

# Eligibility Statement

## Covered Walkway And Façade Improvement Program



The purpose of the program is to encourage significant and substantial renovation and rehabilitation of existing downtown buildings. New construction is eligible in accordance with the Eligibility Requirements. Each project will be evaluated on its own merit with respect to eligible expenses.

This form contains basic questions that will determine if a project conforms to general eligibility requirements. It must be filled out to reserve funds for reimbursement. All projects must meet the Eligibility Requirements and participants must complete and have approval of the Reimbursement Approval form before actual reimbursement is made.

Date \_\_\_\_\_ Project Name \_\_\_\_\_

1. Project Address (See map for qualifying area. If multiple addresses they must all be part of a single building façade) \_\_\_\_\_

2. Property Owner Name \_\_\_\_\_

3. Owner Mailing Address \_\_\_\_\_

Street Address

City/Town

State

Zip

4. Owner Phone Number \_\_\_\_\_

5. Owner Fax # \_\_\_\_\_ Email \_\_\_\_\_

6. Project Description

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**Submit forms to: Harold Stewart, Business Services Manager, 480-312-2311**  
**Economic Vitality Department City of Scottsdale email: [hstewart@scottsdaleaz.gov](mailto:hstewart@scottsdaleaz.gov)**  
7447 E. Indian School Road Suite 200 Scottsdale, AZ 85251 fax 480-312-2672  
Covered Walkway and Façade Improvement Program

Revised 9/05

7. Estimated Project Cost (Note: eligibility requires a minimum Property Owner/Business Owner documented investment of at least \$2,500 not including donated goods or services or other items for which no expenditure is made) \$ \_\_\_\_\_
8. Match amount being sought (See Eligibility Requirements) \$ \_\_\_\_\_
9. Proposed Construction Time Frame (Projects must be completed after January 5, 2004 and before 5:00 p.m. Arizona time June 30, 2005 to qualify for reimbursement). From \_\_\_\_\_ To \_\_\_\_\_
10. How will this project be financed? Property Owner \_\_\_\_\_ Business Owner \_\_\_\_\_  
Loan \_\_\_\_\_ Cash \_\_\_\_\_ Other (Explain) \_\_\_\_\_
11. What business(es) occupies the property(ies) included in this request?  
\_\_\_\_\_
12. What type of business is it? \_\_\_\_\_
13. What is the property currently zoned? \_\_\_\_\_ If unsure, call 480-312-2500.
14. Does the business use conform to property's zoning? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Does the business type require that employees have special certifications, registrations or other designations because of regulatory or statutory requirements? Yes \_\_\_\_\_ No \_\_\_\_\_ What kind of certifications? \_\_\_\_\_
16. If yes to 15, please identify the number of employees required to have such certifications or designations and how many currently are legally certified, registered or designated.  
\_\_\_\_\_
17. What year was the property built? (Estimate if not sure) \_\_\_\_\_
18. Does the project involve improvements to a covered walkway structure over a sidewalk area? Yes \_\_\_\_\_ No \_\_\_\_\_
19. Is the sidewalk on public or private property? Public \_\_\_\_\_ Private \_\_\_\_\_ Not Sure \_\_\_\_\_
20. If over or on public property is there an encroachment easement on record allowing the construction? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_ (If not, one will need to be filed as part of the development process.)
21. Is the property on the local or national historic register? Yes \_\_\_\_\_ No \_\_\_\_\_
22. If yes to 20, have restrictions been placed on changing the façade based on this designation? Yes \_\_\_\_\_ No \_\_\_\_\_
23. Have plans for the improvements already been completed? Yes \_\_\_\_\_ No \_\_\_\_\_
24. If already prepared, have the plans been reviewed? Yes \_\_\_\_\_ No \_\_\_\_\_ and approved by the City of Scottsdale? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date approved \_\_\_\_\_.
25. Has the project been bid ? Yes \_\_\_\_\_ No \_\_\_\_\_ and have a total of three written bids been secured for the proposed work Yes \_\_\_\_\_ No \_\_\_\_\_ (All projects proposed for matching funds must have secured competitive written bids for the proposed work prior to the beginning of construction. If no more than one general contractor is requested to bid for the job then that contractor must obtain competitive bids for any subcontracted work.

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When licensed contractors are required by City regulation to undertake the proposed work, bids for that work must be made by licensed and bonded contractors)

26. Who will be the responsible party for ensuring the work is completed? (Property Owner and Contractor must confirm in writing all work has been completed and all lien releases secured and final government inspections completed before reimbursement is made.)

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Property Owner Name or Representative

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Address

Phone #

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Contractor (if known)

Address

Phone #

27. This agreement may only be made between the Property Owner and City of Scottsdale. Business Owners may sign as an acknowledgement of concurrence. The financial and construction responsibility is that of the Property Owner.
28. By signing this statement the undersigned acknowledge and agree that the City of Scottsdale is assuming no liability and making no commitment to reimburse more than the qualifying amount provided all eligibility requirements are met. Further, that agreement to reimburse in no way obligates or contractually ties or commits the City to any contractor or subcontractor, material supplier or other person, persons, company or companies providing services too or conducting work on behalf of the Property Owner. Scottsdale.
29. By signing this statement the Property Owner acknowledges receiving a copy of the Eligibility Requirements and Reimbursement Agreement.
30. The information contained in this statement is true and accurate. (Incorrect or misleading information may disqualify the project for matching funding.)

\_\_\_\_\_  
Property Owner (required)      Date \_\_\_\_\_

\_\_\_\_\_  
Business Owner (required if participating financially)      Date \_\_\_\_\_

Received by City of Scottsdale – Date \_\_\_\_\_

Acknowledgement of Receipt by \_\_\_\_\_

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# Reimbursement Agreement

## Covered Walkway and Façade Improvement Program



This Agreement documents the amount requested for reimbursement under the Covered Walkway and Façade Improvement Program. This should be filed with the Economic Vitality Department after written bids have been received. The approved amount establishes the maximum possible reimbursement for a project unless permission is given in writing for subsequent increases presented as changes orders to any contract between the Property Owner and/or Business Owner and the company or companies undertaking the construction work. The City of Scottsdale will maintain this commitment for a maximum period of six months from the date this agreement is signed by the City. Extensions beyond that time must be requested and approved in writing by the Economic Vitality Department.

Project Address \_\_\_\_\_ Date of Request \_\_\_\_\_

Requesting Party (please sign) \_\_\_\_\_  
(must be property owner or designated representative)

Amount of Bid accepted by Property Owner/Business Owner \$ \_\_\_\_\_  
(all three written bids must be on file with this form)

Amount of Reimbursement being requested \$ \_\_\_\_\_

Initial Amount Approved \$ \_\_\_\_\_ Date \_\_\_\_\_

### Change Orders:

Change Order Amount	Reimbursement Requested	Amount Approved	Date
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1. _____	_____	_____	_____
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2. _____	_____	_____	_____
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Final Reimbursement amount approved including all Change orders \$ \_\_\_\_\_

There are no liens against this property at the time this reimbursement is made.

By : \_\_\_\_\_ Date \_\_\_\_\_  
(circle one) (Property Owner) (Representative)

Amount Accepted By: \_\_\_\_\_ Date \_\_\_\_\_  
(circle one) (Property Owner) (Representative)

Final City Approval By \_\_\_\_\_ Date \_\_\_\_\_

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